

UNCLASSIFIED Approved For Release 2003/04/29 : CIA-RDP84-00780R002400050006-7
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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:	EXTENSION	NO.	
		DATE	OFFICER'S INITIALS
Chief, Retirement Counseling & Placement 25X1 212 Magazine	A	11 September 1968	
TO: (Officer designation, room number, and building) 25X1	RECEIVED	FORWARDED	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Director of Personnel 5E-56 Hqs.	12 SEP 1968		
2. Deputy Director for Support 7D-26 Hqs.			B-1 FILE Personnel
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NDIS 68 - 4664

11 September 1968

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Personnel
SUBJECT : Retirement Counseling and Placement Staff
Progress Highlights During August 1968

1. The final meeting for review of the booklet "CIA Retirement and Disability System Questions and Answers" was held with OGC and OLC. Revisions were made and the adjusted version of the draft booklet was sent to the Director of Finance for his approval of those sections relating to responsibilities within the purview of the Office of Finance.

2. Requests have been forwarded to the Office of Security for completion of appropriate security clearances of the outside speakers selected for the November Retirement Information Seminar. Administrative details in preparation for the Seminar are being finalized on schedule (i.e., receipt of portfolio informational material, agenda outline ready for printing, etc.).

3. The retirement planning aid "CIA System Annuity Rate Table" was completed in draft form by the Office of Finance and has been forwarded to the printing office. This one-page guide will provide employees with a table showing the monthly annuity for each combination of years of service and average high-five annual salary, on the flat two percent per year basis.

4. Some most interesting and potentially profitable job sources have been developed during August. Initial arrangements with three new Richmond educational institutions, Wm. H. Clark Associates (a network of executive placement agencies), the Stanford Research Institute, (a number of specific openings being reviewed for retiree interest), the Wackenhut Corporation (industrial security), the Law Enforcement Assistance Administration (in process of development), and others have produced definite leads for us.

5. A system of preparing and selectively releasing abstracts of retiree backgrounds to stimulate employment interest has been put into operation. It has already been used with two newly opened organizations, with positive results.

6. A consultation was held with the Director of Personnel and a procedure drafted, in line with his suggestions, for the displaying of vacancies of which RCPS is cognizant. This will involve the use of Agency Bulletin Boards on which selected external job leads of probable interest to imminent retirees and those in a position to opt out, would be placed.

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GROUP 1
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7. Statistical summary of RCPS action for the month of August:

Retirement Counseling Branch

Retiree Consultations:

Full Counseling Interviews	50
Counseling Discussions	70
Retiree Dossiers Indexed	11 (109 total)
Meetings with Management	47
Research and Information Requests	17
Briefings and Ret. Info. Exchanges:	
Agency	12
External	11
Publications, Staff Papers & Correspondence:	
Man-Days	22½

External Employment Assistance Branch

Retirees - New Cases

Resume Assistance Only	16
External Job Leads Provided	11
Follow-up Consultations	9
	28

Resignees- New Cases

Resume Assistance Only	34
External Job Leads Provided	19
Follow-up Consultations	61
External Job Sources Developed	60

Written Inquiries Concerning External

Applications Received and Answered	32
Personnel Files Reviewed for Outside	
Investigators on External Job Applications	26

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Chief, Retirement Counseling and Placement Staff

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